

# Utility Meter Reading Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip: [City, State, Zip]

Dear [Utility Company Name],

I am writing to request the most recent reading of my utility meter. My account details are as follows:

Account Name: [Your Name]

Account Number: [Your Account Number]

Service Address: [Your Service Address]

Due to [reason for request, e.g., moving, personal record, etc.], I would appreciate your assistance in providing this information at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip]

[Your Phone Number]

[Your Email Address]